



Request for the use of the U.S. Botanic Garden Conservatory

Please fill this form and send it to the Executive Director of the U.S. Botanic Garden
at least 45 calendar days before the desired date for the event

- * Requestor:
(must be a Member or Officer of the U.S. Congress)
- * Purpose of the event:
- * Approximate number of Guests:
- * Type of event: ☐ Reception ☐ Dinner ☐ Entertainment
(check all that apply) ☐ Other (please specify)
- * Desired date and time:
(availability will be confirmed by the BG Events Coordinator)
- * Brief description of the envisioned development:
- * Details about any other involved entity or organization co-hosting the event:
- * Contact Person:
(person working with the BG to organize event)
- * Office Location:
Telephone and e-mail.....
- * Security arrangements:
Does any Guest require additional security? ☐ Yes ☐ No
Will any attendant be accompanied by personal security? ☐ Yes ☐ No

I confirm that the proposed event complies in all respects with the provisions contained in the General Rules for the Use of the Botanic Garden Conservatory about permissible events (see next page).

The Requestor:.....
(This form MUST be signed by the Requestor)

Date:

You will be notified by the Acting Director of the U.S. Botanic Garden about your request within the next two weeks.

Extract from the General Rules for the use of the U.S. Botanic Garden Conservatory

To obtain the complete Process Manual governing the use of the BG Conservatory for events, please contact the U.S. Botanic Garden

- * Events must be requested in writing by a Senator, a Representative or an Officer of the U.S. Congress (the Requestor). If he/she ceases to be a Member or Officer of the U.S. Congress before it takes place, the event will be cancelled from the BG Events Schedule. Any event taking place at the BG Conservatory must be approved by the Acting Director in writing.
- * Events may be hosted personally by the Requestor or by a third party sponsored by the Requestor (the Sponsored Organization). In case of events hosted by a Sponsored Organization, the reservation and use of the BG Conservatory is subject to the formalization of a Statement of Acknowledgement (see attachment) by the Sponsored Organization, upon receipt of which, the reservation becomes a firm commitment for both parties. Events hosted personally by the Requestor only need to be formalized by filling the “Request for Use” form.
- * The Sponsored Organization is responsible for ensuring that the BG Conservatory is left in its original condition at the conclusion of the event.
- * It is a prerequisite that any and all functions held in the BG Conservatory must be Congressionally related or support the fulfillment of the BG educational mission.
- * The following are non-permissible events and BG facilities will not be made available for their celebration:
 - Events that may cause damage to the facilities due to their physical impact;
 - Personal celebrations, including but not limited to birthdays, wedding receptions, retirement or anniversary celebrations, graduations and holiday celebrations;
 - Events linked to political parties interests, fundraising, lobbying, commercial or advertising events;
 - Events linked to individuals or organizations that engage in prohibited discrimination;
 - Events requested for Groups who previously hosted an event during which the rules for the use of the BG Conservatory were not adhered to or that resulted in damages to the premises and/or its contents;
 - Events that will have a physical impact on the facility and may cause damages beyond normal wear-and-tear.
- * The following activities are not permitted: cash bars, charging an admission fee for the event, making collections, seeking contributions, giving door prizes, having auctions or raffles or selling articles in the building.
- * The BG Conservatory will host a maximum of two (2) events per week. Events can only be scheduled to take place between 6:00 PM and 11:00 PM and may not continue for more than one day. Events will not be placed in the calendar if their development is incompatible with previously scheduled BG exhibits.
- * The Host must arrange for the following services as the BG will not provide them:
 - personal security services and insurance;
 - tables, chairs, coat racks, any other furniture, equipment or decoration element needed for the event, including audio-video equipment of any type;
 - food and beverages, dishes, glasses and food-warming appliances;
 - delivery, set-up and pickup of any material, element, or component needed for the event;
 - parking, catering, decoration and cleaning/custodial services, including all relevant supplies.
- * Catering, decoration and entertainment are permissible as long as they are appropriate for the Conservatory and do not detract from the aesthetics and decorum of the Capitol Hill environment. These must be pre-approved by the BG.
- * On-site videotaping and photography must have proper Congressional approval prior to the event.
- * Events can be cancelled with no consequences for either party in case of Government restrictions, war or warlike activity, insurrection or civil disobedience, labor disputes or any other similar or dissimilar cause beyond the control of either party or if the Host notifies in writing the BG Executive Director at least five (5) working days in advance of the date scheduled for the event.

Requestor's Initials:

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